



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
914 CHARLES MORRIS CT SE
WASHINGTON DC 20398-5540

REFER TO:

COMSCINST 4600.4J
N8
18 February 2000

COMSC INSTRUCTION 4600.4J

Subj: TRAVEL POLICY AND PROCEDURES FOR OFFICIAL TRAVEL

Ref: (a) Joint Travel Regulations
(b) DOD FMR 7000 14-R, Vol. 9
(c) OASN(FM7C) Memo 7000 FMO-232 of 4 Dec 96

Encl: (1) Requirements for Promotional Items to be Relinquished to the Government
(2) Signature Card (*DD 577*)
(3) Travel Order (*DD 1610*)
(4) Authorization to Apply for a "No Fee" Passport and/or Request for Visa (*DD 1056*)
(5) Sample Letter Used to Expedite Process to Obtain Passport
(6) Travel Voucher or Subvoucher (*DD 1351-2 and DD 1351-2C*)

1. Purpose. To prescribe Commander, Military Sealift Command (*COMSC*) policy and procedures for military and civilian temporary duty (*TDY*) travel. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 4600.4H.

3. Policy. TDY travel will be performed/authorized in accordance with references (a) through (c) and:

a. Must be for essential official business that cannot be adequately accomplished by other means (*i.e., written communication or teleconferencing*).

b. Performed only by personnel who are qualified to properly represent the command and to accomplish the travel objective.

c. Accomplished by the most direct itinerary and most economical conveyances consistent with justifiable requirements of the traveler.

d. Accomplished with minimum time away from the office, consistent with mission.

18 February 2000

e. Approval for all MSC related travel will be requested from the supervisor as soon as a requirement is identified, but generally will not exceed one month in advance.

f. Military/Civilian travel in excess of 2 months is to be considered for Permanent Change of Station (*PCS*) unless a cost comparison of Temporary Duty (*TDY*) vs *PCS* determines *TDY* is more cost effective.

g. Travelers will be furnished transportation and lodging and/or will be reimbursed for costs incident to official government travel. Travelers are cautioned against incurring expenses which do not have prior authorization. In some cases, unauthorized expenses will not be reimbursed and, in all cases, reimbursement will be made only after full justification is provided and a determination is made that the expenses are allowable and are necessary in the conduct of official business.

h. Use of motor pool vehicles will be limited to emergency situations when authorized in the Washington, DC area.

i. Promotional items (*super savers, etc.*) provided to military/civilian travelers must be relinquished to the government as prescribed in enclosure (1).

j. Per Diem will not be allowed for 1 day *TDY* trips of 12 hours or less.

k. Travelers are required to use their government travel card for all payments of expenses of official government travel except for the expenses covered by the meals and incidentals portion of the per diem allowance including parking, local transportation and tips. Meals should be paid by the card whenever practical. If travel advances are needed, travelers are expected to use their government issued Bank of America Card and obtain cash through Automated Teller Machines (*ATMs*).

l. When *TDY* travel is to be performed at a military installation, the traveler must ascertain from the installation whether or not government quarters and mess are available. (*Note: Deviation from the use of government quarters must be obtained from COMSC.*) A statement must appear on travel orders when government quarters and mess are not available. Requirements for paper non-availability statements for government lodging and messing have been eliminated. If lodging or messing is not available, the traveler will be provided with a non-availability number. This number must be entered on the travel orders or travel claim. If the traveler is unable to obtain a number verifying non-availability, an annotation must be made on the travel orders or travel claim with the date and time the attempt was made.

18 February 2000

m. When two or more military and/or civilian personnel are authorized travel by privately owned vehicle (*POV*) to same destination, they will travel as a group in one vehicle in order to minimize cost of transportation, whenever feasible.

n. Bank of America card use is to be limited to official government business. Misuse or abuse of the card could result in cancellation of the card and possible disciplinary action against the cardholder.

o. In most instances, COMSC employees will not be eligible for pay for travel during nonduty hours.

4. Action. Responsibility for administering TDY travel is described below.

a. Requesting/Approving Officials (*also known as authorizing officials*) will:

(1) Determine the necessity for TDY by personnel under their cognizance and control travel funds. Determine that the criteria for TDY travel is fulfilled (*i.e., the duties to be performed are temporary in nature, the assignment is for a temporary period of time and TDY costs for the assignment are less costly than round trip PCS expenses*). Except for extenuating circumstances, TDY assignments at any one location are limited to 180 days. For assignments in excess of 2 months, a cost comparison should be prepared by the Requesting/Approving Official and submitted to N8.

(2) Ensure a proper Signature Authority Card (*DD577 (Enclosure (2))*) on file.

(3) Review and approve travel requests in a timely manner.

(4) Issue travel order numbers.

(5) Prepare travel orders. For civilian and military travel, travel orders are to be prepared on DD 1610 (*enclosure (3)*). Note that per diem information is to be obtained via JTR web site (www.dtic.mil/perdiem).

(6) Ensure that an Authorization to Apply for a “No Fee” Passport and/or Request for Visa (*DD 1056 (Enclosure (4))*) is properly prepared if traveler is proceeding to an overseas destination and a passport/visa is required. A letter may be required to expedite this process. A sample of such a letter is provided in enclosure (5). The Passport Agent at PSD Travel should be contacted to provide additional assistance.

(7) Ensure canceled original orders are returned to the Comptroller (*N8*) within 5 working days. Ensure unused tickets are also returned to Comptroller (*N8*) within 5 working days.

18 February 2000

(8) Ensure travelers submit travel voucher (*DD1351-2*) in a timely manner. A sample of a travel voucher is provided as enclosure (6). The package must be submitted to the Travel Liaison Office (*N85*) within 5 working days after travel is completed. Travelers whose TDY extends beyond 30 days must file travel claims 5 days after the end of every 30 day period.

(9) Conduct an administrative review of travel claims to ensure:

(a) The claim is properly prepared. It should be noted that the traveler will submit the original and one copy of the travel claim form, the original and one copy of the orders and the original and one copy of any supporting receipts.

(b) The amounts claimed are accurate.

(c) The required supporting documentation is submitted with the travel claim. Note that with the exception of registration fees, lodging receipts and special conveyance (*rental cars, boats, planes, etc.*), no receipts are required for amounts less than \$75.00.

(d) The expenses are authorized and allowable in accordance with reference (a).

(e) Any deviation from the travel order was in the government's best interest.

(f) Claimed items requiring approval, but not approved in orders were necessary in the conduct of official business.

(10) Approve (*in whole or in part*) and sign block 21A of DD 1351-2 (*Enclosure 6*), as appropriate. **(Note: Only COMSC or designee has authorization to approve and sign travel vouchers whenever TDY was incurred without a prior authorization or PCS travel was originally at the employee's expense but was subsequently determined to be in the government's best interest.)**

(11) Ensure military/civilian travelers relinquish promotional items earned by traveler(s) as outlined in enclosure (1).

b. Individual military/civilian traveler(s) will:

(1) Immediately, upon learning of travel requirement, initiate processing travel orders.

18 February 2000

(2) Make all reservations, if required, through the Commercial Travel Office (CTO). Lodging, as well as airline and rental cars should be booked through the CTO. If travel is by rental car vice commercial air, following statement must be on travel order, "Travel by rental car is certified to be cost effective," and justification attached to travel orders. If there are city pair contracts to and from multiple airports within a metropolitan area and the traveler is not using the airport that most cost effectively serves the mission, the following statement should be included on the orders, **"ORDER ISSUING OFFICER IS AUTHORIZING DEPARTURE FROM (airport) (cost) VICE THE NORMAL AUTHORIZED (airport) (cost)."** (*Justification required*)

(3) Get per diem information from the JTR website www.dtic.mil/perdiem.

(4) If travel includes overseas destination and a passport is required, ensure DD 1056 (*enclosure (4)*) is provided with travel order.

(5) If travel requirement is canceled, prior to commencement of travel, immediately call to cancel reservations and return original orders and unused tickets to Requesting/Approving Official.

(6) Monitor travel orders to ensure they are processed in a timely manner and delivered to Comptroller's Office at least 7 working days prior to date of requested travel.

(7) Submit the original and one copy of the travel claim form, the original and one copy of the orders, and original and one copy of supporting receipts. The package must first be submitted to the Requesting/Approving Official for signature (*if the first line Requesting/Approving Official is absent, the package will be submitted to the Requesting/Approving Official at the next level*) then submitted to the Travel Liaison Office (N85) within 5 working days after travel is completed. Note that with the exception of registration fees, lodging receipts and special conveyance (*rental cars, boats, planes, etc.*) no receipts are required for amounts less than \$75.00.

(8) Provide EFT information to PSD prior to submitting an initial claim for reimbursement. PSD makes all payments via Electronic Funds Transfer (*EFT*). Therefore it is critical for the traveler to provide this information.

c. Comptroller (N8) will:

(1) Update list of Approving/ Requesting Officials (*authorizing officials*) signatures and provide to Personnel Support Detachment (*PSD*) (*enclosure (2)*).

18 February 2000

(2) Track travel order numbers, claim submission dates, claim amounts, date of EFT settlement and date travel package returned to traveler.

(3) Forward unused tickets.

(4) Allocate travel funds during each fiscal year.

d. CTO will:

(1) Obtain airfare information and furnish estimated cost of travel for inclusion in travel orders.

(2) Make transportation reservations and issue Government Transportation Requests. Transportation requests must be used, if available, for all travel by common carrier when traveling under orders.

e. PSD, in accordance with reference (c), will:

(1) Process travel claims(s) within 10 working days.

(2) Provide information to Directors/Travelers concerning emergencies. (*Emergency Help Desk: 1.800.359.9999*)

f. Maritime Forces, Manpower and Management Officer (NI) will prepare and authorize PCS orders for new hires and employees transferring/moving to the Washington, DC metropolitan area. Authorization of PCS by the responsible employing organization is accomplished at the beginning of the recruitment process.

5. Forms. If using an electronic version of this instruction, enclosures (2) and (4) can be accessed for use by simply double clicking within the form's text box. If the form has more than one page, you must double click on each page individually to access. The form is also available on the MSC Headquarters Local Area Network (LAN). When accessing from the LAN, go to the Word for Windows menu, click on "File", "New" and DD577 (enclosure (2)) or DD1056 (enclosure (4)). It is critical that you access enclosures (3) and (6) through the Travel and Training Program, under Public Applications on the LAN. To do this, you must go to MSCHQ COE LAN Apps, then Public Applications, then Travel & Training. Choose Travel Form from the menu.

/S/

G. S. HOLDER

Distribution:

COMSCINST 5000.19

List I (Case A, B, C)

18 February 2000

REQUIREMENTS FOR PROMOTIONAL ITEMS TO BE RELINQUISHED TO THE GOVERNMENT

1. General. MSC personnel are obligated to account for any gift, gratuity, or benefit received from private sources, including commercial carriers incident to performance of official travel. This includes promotional materials given to MSC personnel by airlines, rental car companies, and motels. Examples are bonus flights, reduced-fare coupons, cash, merchandise, gifts, and credit toward free or reduced cost of future services or goods regardless of transferability. When MSC personnel receive such tangible promotional material, they are accepting it on behalf of the government and must relinquish it.
2. Promotional Items of Nominal Intrinsic Value and Benefits Received that the Government Cannot Use. MSC personnel may keep items of nominal intrinsic value (*e.g., pens, pencils, or calendars*). MSC personnel are not required to enroll in frequent flyer programs. MSC personnel who participate in a promotional program that will accrue personal benefits such as free seat upgrades, memberships in clubs and cash checking privileges, do not have to turn in such benefits since they have no value to the government. MSC personnel however, may not exchange mileage credits for accommodation upgrades (*such as seat upgrades*) where such use requires redemption of mileage credits or could result in a loss of credit toward discount or free tickets that could be used by the government.
3. Travel Bonuses Carrying Expiration Dates and Nontransferable Coupons. MSC personnel will relinquish to the Disbursing Officer, travel bonuses carrying expiration dates, and nontransferable travel coupons even if they cannot be used by the government for future official travel.
4. Items Received Through Mixed Official and Personal Travel. Promotional items received by MSC personnel as a result of a mixture of travel paid for by the government and from personal funds are property of the government. If MSC personnel use a bonus ticket for personal use, such personnel must reimburse value of bonus ticket to the Government.
5. Official transportation will not be arranged on a carrier solely to obtain points, free tickets, or any other amenities or gifts. Coercion on part of traveler or activity to use a particular airline for this purpose is improper and shall not be condoned.
6. Voluntary Relinquishing of Seat. MSC personnel may keep payments received from a carrier for voluntarily vacating a seat on an overbooked flight and taking a later flight.

Enclosure (1)

18 February 2000

These payments, made because of airline overbookings, are distinguishable from penalty payments and can be retained by the traveler on condition that:

- a. Surrendering of seat does not interfere with performance of traveler's official duties.
- b. Any additional travel expense incurred must be offset against such compensation.
- c. If giving up seat delays travel during official duty hours, traveler will be charged leave as appropriate.

No additional per diem will be paid as a result of delay in traveler's return. If MSC personnel incur additional travel expenses as a result of voluntarily giving up seat, beyond those which would normally be incurred, such additional travel expenses are not the responsibility of the government.

7. If MSC personnel are involuntarily denied boarding on an overbooked flight, compensation for denied seat is considered a penalty and is properly due to the government. Such penalty will be made, payable by check to United States Treasury. This procedure will govern even if traveler personally paid fare in cash. Proper settlement will be made by Disbursing Officer, upon completion of the travel. At that time, the check provided by carrier will be surrendered.

8. To the maximum extent possible, overall travel costs should be reduced by using benefits earned by frequent traveler programs to obtain free airline tickets, rooms and rental vehicles. Mileage credits earned on official travel are not to be used in conjunction with unofficial (personal) travel. However, the employee may elect to use the mileage credits for upgrades other than first class while on official government travel.

1. NAME <i>(Type or print)</i>	2. PAY GRADE	3. DATE
4. OFFICIAL ADDRESS		
5. SIGNATURE		
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED		
THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL		
7. NAME OF COMMANDING OFFICER <i>(Type or print)</i>	8. PAY GRADE	
9. SIGNATURE OF COMMANDING OFFICER		

DD Form 577, MAY 88 (EG)

*Previous edition may be
used until exhausted.*

SIGNATURE CARD

Designed using Perform Pro, WHS/DIOR, Oct 97

DD 577 (Signature Card)

18 February 2000

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations)</i> Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST			
REQUEST FOR OFFICIAL TRAVEL									
2. NAME <i>(Last, First, Middle Initial)</i>				3. POSITION TITLE AND GRADE OR RATING					
4. OFFICIAL STATION				5. ORGANIZATIONAL ELEMENT		6. PHONE NO.			
7. TYPE OF ORDERS		8. SECURITY CLEARANCE		9. PURPOSE OF TDY					
10a. APPROX. NO. OF DAYS OF TDY <i>(Including travel time)</i>		b. PROCEED O/A <i>(Date)</i>							
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED									
12. MODE OF TRANSPORTATION									
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE <i>(Check One)</i>			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:		
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i>				<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT					
				<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.					
13. <input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM <i>(Specify)</i>									
14. ESTIMATED COST						15. ADVANCE AUTHORIZED			
PER DIEM		TRAVEL		OTHER				TOTAL	
\$		\$		\$				\$	
16. REMARKS <i>(Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.)</i>									
17. REQUESTING OFFICIAL <i>(Title and signature)</i>				18. APPROVING OFFICIAL <i>(Title and signature)</i>					
AUTHORIZATION									
19. ACCOUNTING CITATION									
20. ORDER AUTHORIZING OFFICIAL <i>(Title and signature)</i> OR AUTHENTICATION						21. DATE ISSUED			
						22. TRAVEL ORDER NUMBER			

18 February 2000

INSTRUCTIONS FOR PREPARING DD FORM 1610 FOR CIVILIAN TDY**BLOCK NO. INSTRUCTION**

- | | |
|---|--|
| 1 | Enter day, month and year e.g. 10 Sep 00 |
| 2 | Enter Traveler's Name and Social Security Number |

PRIVACY ACT STATEMENT

Title 5 to the U.S. Code 5701-5742, Title 37 to the U.S. Code 404-427, and Executive Order 9397 authorize collection of this information. The principal use of this information is for reviewing, approving, accounting, and disbursing for official travel. SSN is used to maintain an identification system for official travel. Providing SSN is voluntary but failure to furnish information requested may result in disapproval of this request.

- | | |
|----|--|
| 3 | Enter position title and grade/rating of traveler |
| 4 | Enter location, e.g. COMSC, Washington, DC |
| 5 | Division name and code of traveler |
| 6 | Enter office phone number of traveler |
| 7 | SINGLE |
| 8 | Degree of security clearance required for that period of TDY or "not required" if classified material not involved. |
| 9 | Specify purpose of travel clearly and fully. Also specify whether regular, administrative, command inspection, or contingency. |
| 10 | a) Total approximate number of days TDY. Additional days not to exceed 100 percent of the original days or 7 days, whichever is less, is authorized over the number indicated.
b) Travel must begin seven days before or after this date. |
| 11 | In authorizing POV as more advantageous to the government, the itinerary blocks should state the points authorized, i.e.: |

Residence Herndon, VA to Morgan City, LA and return

- | | |
|----|---|
| 12 | Entitlement to mileage allowance can only be paid between points authorized and approved. Ensure that itinerary is complete.
Mode of travel, may include more than one type. Each block should be checked designating the type of transportation authorized. If traveling by Privately Owned Conveyance, as more advantageous to the Government, the current rate applicable is authorized. |
| 13 | If "Other Rate of Per Diem" is to be used, check with PSD. |
| 14 | Per Diem is obtained from website www.dtic.mil/perdiem . |
| 15 | The total value is 80% of Per Diem and other cost plus 100% of travel cost. Frequent travelers limited to only M&IE. |
| 16 | Used for the request of Taxi Service, Certification of Official Travel, authorized use of official long distance phone calls, type car and authorized driver. |
| 17 | Signature of Immediate Supervisor (<i>not necessary if same as Block 18</i>). |
| 18 | Signature of Requesting Official. |
| 19 | Check with Director for Travel Order/Tango Number. |
| 20 | Department of the Navy
MSC
Location, e.g. Washington, DC 20398-5540 |
| 21 | Leave blank, PSD will fill in. |
| 22 | Fifteen Digit Standard Document Number (<i>SDN</i>) issued by the Director. The first six digits represent Unit Identification Code (<i>UIC</i>) of issuing activity, commencing with capital letter "N." Next two digits will indicate fiscal year in which document is issued. Digits nine and ten will contain appropriate document type code TO for travel orders. Last five digits represent consecutive number which is controlled by Director (<i>i.e., N62387-99-T0-00010</i>). |

18 February 2000

This form must be typed. See DoD 1000.21-R for form completion instructions.

AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA		1. DATE PASSPORT OR VISA REQUIRED BY APPLICANT		2. MAJOR SERVICE COMPONENT	
3. APPLICANT'S LAST NAME - FIRST NAME - MIDDLE NAME		4. APPLICANT'S DATE OF BIRTH		5. APPLICANT'S PLACE OF BIRTH	
6. SPONSOR'S LAST NAME - FIRST NAME - MIDDLE NAME <input type="checkbox"/> (If same as Item 3, X block)		7. SPONSOR'S MILITARY RANK/CIVILIAN GRADE		8. SPONSOR'S SSN	
9.a. APPLICANT'S CURRENT HOME ADDRESS (Include ZIP Code)		b. HOME TELEPHONE NUMBER (Include area code)			
		c. OFFICE TELEPHONE NUMBER (Include area code/DSN)			
10.a. INTERIM ADDRESS WHERE APPLICANT MAY BE CONTACTED AFTER DEPARTING LOCATION INDICATED IN ITEM 9 (Include ZIP Code)		b. NAME OF PERSON WITH WHOM RESIDING			
		c. TELEPHONE (Incl. area code)		d. AGENT ID CODE (if applicable)	
11. DESTINATION (Country or Countries)		12. SPECIAL ASSIGNMENT REQUIRING PASSPORT* (See Note)		13. PASSPORT WILL BE FORWARDED TO: (Include complete mailing address, building number, room number, ZIP Code, and telephone number/DSN)	
14. ESTIMATED DATE OF DEPARTURE (From country in which applicant is currently residing)		15. PROPOSED LENGTH OF STAY			
16. AUTHORIZING OFFICIAL					
a. NAME (Last, First, Middle Initial)					
17. ADDITIONAL INFORMATION (Attach continuation sheets if necessary)		b. GRADE		c. TITLE	
		d. COMPLETE MAILING ADDRESS (Include ZIP Code)			
		e. TELEPHONE NUMBER (Include area code/DSN)			
		f. SIGNATURE OF AUTHORIZING OFFICIAL		g. DATE	
FOR USE BY ISSUING OR RECEIVING AGENT (Suspense Control)					
18. DATE APPLIED FOR PASSPORT		19. PLACE APPLIED FOR PASSPORT		20. NAME OF COURT OR PASSPORT AGENT	
21. DATE PASSPORT RECEIVED FROM DEPARTMENT OF STATE		22. PASSPORT NUMBER		23. DATE OF PASSPORT ISSUE	
24. PASSPORT EXPIRATION DATE					
25. DOCUMENT(S) INCLUDED WITH PASSPORT		26. COUNTRY AND DATE VISA REQUESTED		27. DATE PASSPORT RECEIVED WITH VISA	
				28. DATE PASSPORT MAILED	
PRIVACY ACT STATEMENT					
AUTHORITY: Sections 3012, 8012, 5031, Title to USC; 22 CFR 51.63; EO 9397.					
PRINCIPAL PURPOSE: To provide authority for issue of "No-Fee" passport and/or request for a visa which is an endorsement stamped or written on a passport, showing that it has been examined by the proper officials of a country and granting entry into that country. The Social Security Number is required to verify and/or identify the applicant.					
ROUTINE USES: Information is used in conjunction with application for passport/visa and foreign travel. Information may be released to other DoD agencies, various activities within the Department of State, foreign embassies and consulates.					
DISCLOSURE: Voluntary; however, if applicant does not provide information, a "No-Fee" passport cannot be authorized.					
*NOTE: If assignment is to Attache; MAAG; JUSMMAT; Security Assistance Liaison Office (SALO): OSP or other Special Advisory Group, e.g., CENTO; or any particular assignment that will govern type and need for a passport, enter such information. If not, enter "Not Applicable."					

18 February 2000

**SAMPLE LETTER USED TO EXPEDITE
PROCESS TO OBTAIN PASSPORT**

1000

Ser N15/

20 May 99

Department of State

Attn: Office of Passport Services

1111 - 19th St. N.W. Suite 350

Washington, DC 20350-1705

Gentlemen:

1. LCDR John Merlino was notified on 18 May 1999 of his impending travel to Italy to support a Military Sealift Command Europe exercise in mid June.
2. LCDR Merlino is scheduled to depart for Naples, Italy on 12 June 1999.
3. The request was not submitted with the required 30-day notice due to the sudden change in NATO events in Europe.

K. J. Meyer

By direction

Enclosure (5)

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.																																																																																																																																													
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check <input type="checkbox"/> Split Disbursement: Amt to Govt Tvl Charge Card \$				2. TYPE OF PAYMENT (<i>X as applicable</i>) Member/ <input type="checkbox"/> TDY <input type="checkbox"/> Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA				3. FOR DO USE ONLY a. D.O. VOUCHER NUMBER																																																																																																																																									
4. LAST NAME FIRST NAME MIDDLE INITIAL (<i>Print or Type</i>)				5. GRADE		6. SSN		b. SUBVOUCHER NUMBER																																																																																																																																									
7. ADDRESS. a. NUMBER AND STREET			b. CITY		c. STATE		d. ZIP CODE		c. PAID BY																																																																																																																																								
8. DAYTIME TELEPHONE NUMBER & AREA CODE		9. TRAVEL ORDER NUMBER		10. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES 13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (<i>Include Zip Code</i>) 14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (<i>X one</i>) <input type="checkbox"/> YES <input type="checkbox"/> NO (<i>Explain in Remarks</i>)																																																																																																																																													
11. ORGANIZATION AND STATION																																																																																																																																																	
12. DEPENDENT(S) (<i>X and complete as applicable</i>)																																																																																																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">ACCOMPANIED</td> <td colspan="2" style="text-align: center;">UNACCOMPANIED</td> </tr> <tr> <td style="width: 50%; padding: 2px;">a. NAME (<i>Last, First, Middle Initial</i>)</td> <td style="width: 25%; padding: 2px;">b. RELATIONSHIP</td> <td colspan="2" style="width: 25%; padding: 2px;">c. DATE OF BIRTH OR MARRIAGE</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td colspan="2"></td> </tr> </table>											ACCOMPANIED		UNACCOMPANIED		a. NAME (<i>Last, First, Middle Initial</i>)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE																																																																																																																																
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PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for identification system for individual claims.

ROUTINE USE(S): To substantiate claims for reimbursement for official travel.

DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, fraudulent claim (U.S. Code, Title 18, Section 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example: \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	Vessel	- V

15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

29. REMARKS

EMPLOYEES: INDICATE DATES ON WHICH LEAVE TAKEN FOR MORE THAN ONE-HALF OF PRESCRIBED DAILY WORKING HOURS

UNIFORMED MEMBERS: INDICATE DATES ON WHICH LEAVE WAS TAKEN

TRAVEL VOUCHER OR SUBVOUCHER (Continuation Sheet)						PAGE	OF	PAGES
4. NAME (Last, First, Middle Initial) (Print or type)								
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